

# Manistee County Board of Commissioners

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VICE-CHAIRPERSON  
Janice McCraner

Kathy Fenstermacher  
Edward Haik  
Ervin Kowalski  
Glenn Lottie  
Carl Rutske

CLERK  
Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR  
Thomas Kaminski  
(231) 398-3500

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

## **MANISTEE COUNTY TECHNOLOGY/INFORMATION COMMITTEE REPORT**

Thursday, January 10, 2008  
3:00 P.M.

Manistee County Courthouse  
Board of Commissioners Room

**Members Present:** Glenn Lottie, Chairperson/County Commissioner; Gordon McLellan, Network Administrator; Marilyn Kliber, County Clerk; David Thompson, Chief Assistant Prosecuting Attorney; Kathi Lynn, 85<sup>th</sup> District Court; Sue Wagner, County Planner; Thomas D. Kaminski, County Controller/Administrator; James Smogoleski, Director of Youth Services/19<sup>th</sup> Circuit Court; Rachel Nelson, Administrative Secretary; and Jeri Lyn Prielipp, Finance Assistant/Recording Secretary

**Members Absent:** Allan O'Shea, County Commissioner; Kris Randall, 19<sup>th</sup> Judicial Circuit Court; Russell Pomeroy, County Treasurer; Peggy Falk, Equalization Director; Deidre Robison, Probate Court Register; Lieutenant Robert Lancaster; Dennis Swain, Friend of the Court and Penny Pepera, Register of Deeds

Mr. Lottie called the meeting to order at approximately 3:03 P.M.

### **ITEMS REQUIRING BOARD ACTION**

Ms. Kliber requested that the Committee consider purchasing the Vital Records Indexing software from Cherrylan Systems, Inc., that she has included in her yearly budget requests over the past three years (APPENDIX A). In the budget request that Ms. Kliber submitted for the 2007/08 budget, she requested \$16,275 to purchase this software, however she reported that Benzie County recently purchased the exact same software package from Cherrylan Systems, Inc., for \$11,460. The Committee instructed Ms. Kliber to obtain a formal/updated quote from Cherrylan Systems, Inc., for the software. Following discussion,

**Mr. McLellan recommended purchasing the Vital Records Indexing Software from Cherrylan Systems, Inc., to be utilized in the County Clerk's Office for up to \$16,275.00, and that the County Clerk obtain a formal quote from Cherrylan Systems, Inc., for the software package. No other recommendations were offered.**

Mr. McLellan reported that two printers in the 85<sup>th</sup> District Court that were purchased a few years ago at a discount are becoming unreliable and are starting to fail and rather than attempting to repair these printers, he recommended purchasing a single high speed, heavy duty printer to be shared by all District Court staff.

Mr. McLellan presented a quote from CDW-G for a HP LaserJet 4350n printer at a total cost of \$1,649.99.

**Ms. Kliber recommended purchasing an HP LaserJet 4350n printer for the 85<sup>th</sup> District Court from CDW-G for a total cost of \$1,649.99, to be paid from the Computer Technology Fund. No other recommendations were offered.**  
(APPENDIX B)

The Committee next addressed a request from the Prosecuting Attorney's Office to purchase a new printer and envelope feeder for their office. Mr. McLellan presented a quote from CDW-G for a HP LaserJet 4250TN printer at a total cost of \$1,395.77, and a HP LaserJet 4200 4250 4350 envelope feeder at a total cost of \$228.55. The Committee authorized Mr. McLellan to order this equipment prior to approval by the full Board.

**Ms. Kliber recommended purchasing an HP LaserJet 4250TN printer for the County Prosecuting Attorney's Office from CDW-G for \$1,395.77, and a HP LaserJet 4200 4250 4350 envelope feeder for \$228.55, for a total cost of \$1,699.20 (including freight), to be paid from the Computer Technology Fund. No other recommendations were offered.** (APPENDIX C)

#### **ITEMS NOT REQUIRING BOARD ACTION**

Mr. Kaminski provided the Committee with an update of the funds budgeted and transferred into the Technology Fund for FY 2007/08 and beyond. Over and above the \$130,000 committed in the 2007/08 fiscal year budget for equipment, software purchases, contracted services, software and maintenance contracts, there is approximately \$234,000 available for technology. Of these funds, Mr. Kaminski recommended \$100,000 be set aside for tax type programs/equipment purchases in the Equalization Department and the County Treasurer's Office from the funds collected for parcel fees billings for computer services. This would leave approximately \$125,000 available for technology purchases.

In the near future, Mr. Kaminski will request that each Court and Department submit a list of their technology needs/requests over the next three years, and also requesting that they list any policy and capital improvement issues, and any other non technology equipment requests that they may have over the next three years. Mr. Kaminski, Mr. Pomeroy and Mr. McLellan will work together on a technology budget report, drafting requests for proposals, and to establish a threshold for the purchases that need to be presented to the Technology Committee and those purchases that should come out of the Departments' and Courts' individual budgets.

Mr. Smogoleski reported that he recently purchased a new printer for the Juvenile Division of the 19<sup>th</sup> Judicial Circuit Court at a cost of \$130.00, which he was instructed to bring before the Technology Committee. The Committee instructed Mr. Smogoleski to pay for this printer from the Juvenile Division Office Supply line item.

Ms. Nelson reported that she received no response from the Townships and Villages to an invitation to have a link to their web site on the County's web site. Mr. McLellan stated that at the request of Filer Township, he installed a link on the Manistee County Web site that directs the public to a link associated with Filer Township updating their Master Plan.

Mr. McLellan reported that he has been closely monitoring prices on laptop computers and the prices are slowly on the decline. He has not yet obtained quotes for the laptops for Commissioners, but he anticipates that more attractive prices for the 2007 models should be available very soon.

Mr. McLellan has confirmed that the new I Series (formerly known as AS-400) server has been ordered, however the Vendor was unable to provide a projected shipping date.

Mr. McLellan reported that he recently spoke with the Web Designer and he would suggest proceeding with a template that effects the appearance of all the pages, such as menus across the top and down the side and colors. He also suggested that each Department/Court should have a prototype or template page which is an introductory page that might include a couple of pictures, blocks of text, etc..

The Committee set the second Thursday of every month at 3:00 P.M. as their regular meeting date and time with the exception of April and October which were set for the third Thursday at 3:00 P.M.

There being no other business to come before the Committee, the meeting was adjourned at 3:55 P.M.  
**The next regular meeting of the Technology Committee is scheduled for 3:00 P.M. on Thursday, February 14, 2008.**

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Glenn Lottie, County Commissioner

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Thomas D. Kaminski, County Controller

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Gordon McLellan, Network Administrator

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David Thompson, Chief Assistant Prosecutor

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Kathi Lynn, 85<sup>th</sup> District Court

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Marilyn Kliber, County Clerk

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James Smogoleski, Director of Youth Services

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Rachel Nelson, Administrative Secretary

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Jeri Lyn Prielipp, Finance Assistant

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Sue Wagner, County Planner

Visit: [www.manisteecounty.net](http://www.manisteecounty.net)

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July 10, 2007

Ms. Marilyn Kliber  
Manistee County Clerk  
415 Third Street  
Manistee MI 49660

Dear Ms. Kliber:

Thank you for the time you spent at our Vital Records demonstration yesterday. Our newly released Vital Records Indexing 2.0 is a very powerful system and we believe it has everything you need to operate your Clerk's office more efficiently.

The quote shown below is just for Indexing and then on the following page there is a quote for Indexing and Imaging. Indexing only reduces the price by 51%, yet provides you with population indexing and all of the reports that the software normally produces. We have a number of Michigan Clerks that began this way and then as funds were available they expanded the system to include Imaging. Listed below is the pricing for just the indexing.

VITAL RECORDS INDEXING	\$8,900.00
INSTALLATION AND TRAINING	<u>3,200.00*</u>
	12,100.00
LESS 15% DISCOUNT	<u>1,815.00</u>
	\$10,285.00
5 USER DATA BASE SOFTWARE	<u>1,175.00</u>
TOTAL ONE TIME CHARGE	\$11,460.00
ANNUAL MAINTENANCE	<u>3,000.00</u>
FIRST YEAR CHARGE	\$14,460.00

We will guarantee this special price until December of 2007 and permit payment of the one time charge of \$11,460.00 in two equal installments of \$5,730.00.

The second page of this quote provides pricing for both Indexing and Imaging. If we installed both systems simultaneously, we will not charge for installing the Imaging, a discount of \$2,400.00. The total one-time charge for both Indexing and Imaging is \$22,175.00 and the Annual Maintenance is \$6,000.00 total for both Systems (\$3000.00 each). The one time charge may be paid in equal installments of \$11,088.00.

We are confident that the installation of our Vital Records package will increase the efficiency of your department. Please call me at 1-800-800-6048 if you have any questions. Thank you for this opportunity to serve you and we look forward to your favorable response.

Sincerely,



David L. Richard  
Sales Representative  
[drichcherrylan@charter.net](mailto:drichcherrylan@charter.net)

\*There may be an additional charge if you have existing indexed records.

Enclosure

## Software Solutions for County Governments

### Cherry LAN Systems, Inc. - Vital Records Indexing Software

This system is remarkably easy to install and learn. In fact, it is so intuitive that new users learn to record and search documents within minutes, and become familiar with reports and form generation in less than one day. This software handles the following document types:

Birth Certificates	Death Certificates	Marriage Licenses	DBA's/Co-Partnerships
Notary Bonds	Military Discharges - DD214s	Weapons Permits	Power of Attorney
Admission to Bar	and Others		

A Master Name index displays all of the Vital Records on file for any person, enabling quick access to a variety of records for any given person. This application produces a variety of reports, including:

Birth Records:	Listings by File Number, Name or Date of Birth. Can generate & print birth certificates.
Death Records:	Listings by File Number, Name, Date of Death or by Township (for mailing distribution)
Marriage Licenses:	Listings by File Number, Date Married, Groom or Bride. Can generate & print the State of Michigan Marriage License for MCL 333.2815 as well as Affidavits.
DBAs/Co-Partnerships:	Listings by File Number, Business Name, Produces Expiration Notices, and Mailing Labels for Business and/or Business Parties
Notary Bonds:	Listings by File Number, Name and produces the Quarterly Return.
CCW Permits:	Listings by Permit Number, Name, Type of Permit, Status, Date. Produces CCW permits.
Miscellaneous:	Power of Attorney, Admission to Bar and others, Listings by Number, Name and Date

### Cherry LAN Systems, Inc. - Cherry Image System Software

Provides all the benefits of modern electronic image management systems. All images within the system are protected via multiple layers of security. Quickly and easily locate, display, print, email or fax images. The Cherry Image System provides a wide variety of view functions (pan, scroll, rotate, invert, zoom and more) and can also display thumbnail images. Special programs are included for county government allowing for automatic document certification, batch scanning, bar-coding documents, OCR and more.

Vital Records Indexing	CLS	Fee Type	Qty	Price	Ext. Price
Vital Records Indexing	2003004	One-time	1	\$8,900.00	\$8,900.00
Vital Records Indexing Maintenance	2003004-M	Annual	1	\$3,000.00	\$3,000.00

**Sub-Total** \$11,900.00

Vital Records Indexing: Birth Certificates, Death Certificates, Marriage Licenses, DBAs/Co-Partnerships, Notary Bonds, DD-214s, CCW Permits, Power of Attorney, Admission to Bar and Others.

Installation/training & 5 User Data Base 4,375.00

**Grand Total Indexing** \$16,275.00

Vital Records Imaging	CLS	Fee Type	Qty	Price	Ext. Price
Vital Records Imaging	2003005	One-time	1	\$8,900.00	\$8,900.00
Vital Records Imaging Maintenance	2003005-M	Annual	1	\$3,000.00	\$3,000.00

**Sub-Total** \$11,900.00

Vital Records Imaging is fully integrated with Vital Records Indexing (sold separately, above).

Installation/training: \$.00

**Grand Total Imaging** \$11,900.00

# CherryLAN

## SYSTEMS / INC

A-3

*Fast, Flexible, Easy-to-use  
Software Solutions*

# Vital Records Indexing

[www.cherrylan.com](http://www.cherrylan.com)

## Features and Benefits

This system is remarkably easy to install and learn. Anyone with a limited knowledge of Windows can be indexing and searching any of the document types listed below in less than one day.

- \* Birth Certificates
- \* Death Certificates
- \* Marriage Licenses - Creates and Prints the State of Michigan, Marriage License form MCL 333.2815
- \* DBAs/CO-Partnerships - produces renewal letters with address labels
- \* Notary Bonds - Also produces quarterly return
- \* Military Discharges - DD214s
- \* Weapons Permits
- \* Miscellaneous - Power of Attorney, Admission to Bar and others



A master name index displays all of the Vital Records on file for any person. This allows you to print or view all information on any person in seconds.

The Vital Records System is also integrated with the Cherry Image System, providing a total solution for both indexing and imaging of the above documents within your county.

This system runs within Windows or Novell network environments and provides for all phases of indexing Vital Records within the Clerks Office.

**Lease Options: 1, 2, or 3 year with monthly, quarterly, or annual payments.**

**The above options may include any combination of computer hardware or software, services and maintenance costs.**

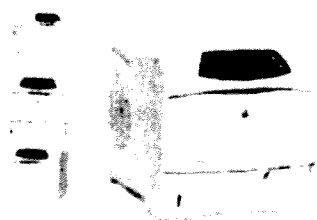
Contact: Cherry LAN Systems, Inc. 814C S. Garfield Ave. Traverse City, MI 49686  
Phone: 1-800-800-6048 E-mail: [Greg@CherryLAN.com](mailto:Greg@CherryLAN.com)





800.581.4239

*Appendix B*



## HP LaserJet 4350n

### Product ID

CDW Part: 680871  
Mfg. Part: Q5407A#ABA  
UNSPSC: 43212105

### Product Pricing

**\$1,649.99**

Lease  
Price: from \$49.98/month  
Qty:

[View Larger](#)

[Send To An Associate »](#)  
[Find Similar Products »](#)

### Availability:

In stock and ready for  
shipment. Ships same  
day if ordered before 4  
p.m. CT

[Overview](#) [Specs](#) [Accessories](#)

### Main Features

- Monochrome laser
- Up to 1200x1200 dpi
- Up to 55 ppm
- Parallel; Hi-Speed USB;  
10/100Base-TX

Explore more  
about this  
product from HP

**Built to deliver power and versatility,  
this high-performance, high-volume  
printer offers expandable features to  
meet the needs of your large  
workgroup.**

### Powerful performance

Complete print jobs more quickly and  
boost large  
workgroup productivity.

Rely on immediate results.

Share the printer and enhance your  
efficiency. W

Connect instantly with reliable Hi-Speed  
USB 2.0.

### Effortless printing

Depend on worry-free printing and  
increase uptime.

Produce professional-looking documents.

Manage your printer remotely.

Simplify troubleshooting and  
configuration.

### Maximize your potential

Enjoy scalable options for your unique  
business needs.

Add functionality with Compact Flash  
support.



*The Right Technology.  
Right Away.™*

www.CDWG.com  
800-808-4239

*Appendix C*

Page 1

# SALES QUOTATION

QUOTE NO

JMK3355

9246059

1/07/2008

GORDON MCLELLAN  
415 3RD ST

MANISTEE COUNTY ADMIN OFFICE  
MANISTEE, MI 49660-1606

MANISTEE COUNTY ADMIN OFFICE  
415 3RD ST

GORDON MCLELLAN  
MANISTEE, MI 49660-1685  
Contact: GORDON MCLELLAN 231-723-669

2313983585

4250TN W/ENVELOQUOTE

SEAN BERGQUIST 877-325-3701 DHL Ground

Request Terms

GOVT-EXEMPT

1	680867	HP LJ 4250TN 45PPM 8.5X14 Mfg#: H-P-Q5402A#ABA Contract: MARKET	1395.77	1395.77
1	696715	HP LJ 4200 4250 4350 ENVELOPE FEEDER Mfg#: H-P-Q2438B Contract: MARKET	228.55	228.55

SUBTOTAL	1624.32
FREIGHT	74.88
SALES TAX	.00

US Currency  
1,699.20

CDW Government, Inc.  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:  
CDW Government, Inc.  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515